

CLASS TITLE: MOTOR VEHICLE REVIEW OFFICER

Class Code: 02527200

Pay Grade: 19A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To conduct impartial hearings and reviews for the Department of Administration - Motor Vehicles for the purpose of reviewing appeals from orders or decisions rendered by the department; evaluate various reports, documents and transcripts supplied by all parties and to advise parties of their requirements for compliance; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is subject to review upon completion for conformance with departmental policies, rules, regulations and provisions of the Motor Vehicle Code.

SUPERVISION EXERCISED: Supervises and reviews the work of a subordinate staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To conduct impartial hearings and reviews for the Department of Administration - Motor Vehicles for the purpose of reviewing appeals from orders or decisions rendered by the department; evaluate various reports, documents and transcripts supplied by all parties and to advise parties of their requirements for compliance.

To plan, organize and conduct informal hearings in accordance with the Motor Vehicle Code as governed by the policies, procedures, rules and regulations of the department and to render preliminary decisions thereon.

To explain to those persons appearing for such hearings the rules, regulations, policies and provisions of the Motor Vehicle Code and their rights under the code.

To ensure hearings are conducted in a fair and orderly manner.

To analyze and evaluate pertinent case information and make evaluations and conclusions thereon.

To prepare written reports and recommendations concerning motor vehicle hearings and activities.

To have the ability to obtain and disseminate information.

To be responsible for preparing any correspondence necessary for the implementation of hearing decisions.

To be responsible for being aware of any court decisions or changes in departmental, state, or federal law and/or policy which might affect the hearings procedure.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge and understanding of the Rhode Island Motor Vehicle Code; a working knowledge of the federal motor carrier safety regulations; a working knowledge of the administrative procedures act; a thorough knowledge of the principles, practices and procedures of motor vehicle hearings and the ability to make decisions based upon the facts presented at such hearings; the ability to establish and maintain effective working relationships with all parties involved including licensees, employers, insurance carriers, and other interested parties; the ability to prepare reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing;
and

Experience: Such as may have been gained through: employment involving the making of investigations, or the conducting of hearings or interviews on motor vehicle violations and accidents resulting in personal injury or property damage and the submission of reports or recommendations thereon.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: March 12, 1989

Editorial Review: 3/15/03